

BMS5260 Getting Started: Planning & Organizing for Results

PURPOSE:	This course introduces leadership and management principles related to planning and organizing your time to improve and increase productivity, efficiency and effectiveness in the workplace.
LEARNING OUTCOMES:	Upon completion, learners will be able to: <ul style="list-style-type: none">• Describe the supervisor's role in planning within an organization• Explain the steps in the planning process• Develop a mission statement• Conduct a situational analysis• Develop strategies for gaining control over timewasters that jeopardize workplace productivity
COURSE CONTENT:	The course focuses on principles of planning, analysis, and time management. A supervisor's failure to plan can result in lost time, wasted materials, poor use of equipment, and misuse of human resources. Topics to address these issues include the following: <ul style="list-style-type: none">• Benefits of planning• Effects of not planning• How an organization plans• Steps in the planning process• Effective scheduling• Time management fundamentals• Strategies to organize workflow and overcome time wasters
METHODS:	The class will consist of lecture, group discussion, case studies, as well as individual and group activities.
LENGTH:	7 hours / 1 sessions
AUDIENCE:	Managers and Supervisors
PREREQUISITES:	None
CEU CREDITS:	.7